# NORTH DAKOTA IMMUNIZATION INFORMATION SYSTEM (NDIIS)

# PROVIDER LOT DISTRIBUTION

1. Click the **Lookup** link in the *Provider* section of your NDIIS homepage.



2. Scroll through the list of NDIIS providers until you find your provider site.
3. Click on your provider and then click [View] or double-click your provider to open your provider profile.
4. Move to the **Lot Distribution** tab of your provider record.



This folder is only available when inquiring on a provider site for which you have access. Lot inventories for a provider can only be viewed by that provider and the NDDoH.

The Lot Distribution folder displays a provider's inventory of vaccines. The information provided includes the Lot Number, Vaccine, Expiration Date and Doses on Hand.

| Provider Information | Comments | Lot Distribution |

Name: 9990 - TEST ▼          Type: Inquiry ▼

| Lot Number | Vaccine | Expiration | On Hand |
|---|---|---|---|
| 000000112TEST - Private | DTAP | 01/02/2007 | 5 |
| 0418U | MMR | 03/02/2009 | 4 |
| 500782P | H1N1 (Live virus) | 01/15/2010 | -1 |
| 546K | CHICKENPOX | 02/02/2007 | 2 |
| 987885 - Private | CHOLERA | 09/29/2010 | 205 |
| aaaencrypt11 - Private | CHICKENPOX | 01/01/2006 | 1 |
| scott test2 - Private | BOTULINUM ANTITOXIN | 12/31/2021 | 54 |

☑ Include Expired Lots
☑ Include No Doses on Hand
Lots Found: 7

The vaccine inventory displayed in this folder includes:

- Vaccines from your NDIIS provider inventory.

- Vaccines sent to you by NDDoH. They will log and transfer them to you.

- Vaccines you receive from other entities and those vaccines entered in Vaccine Management.

The Doses on Hand quantity is affected by performing the following actions:

- Manually adjusting the number of doses on hand.

- Transferring doses to another NDIIS provider or receiving transferred doses from another NDIIS provider.

- Wasting doses in the Vaccine Ordering, Returns and Wastages module.

- Returning doses in the Vaccine Ordering, Returns and Wastages module.

- Adding doses by lot number to a client's record in the client Immunization folder.

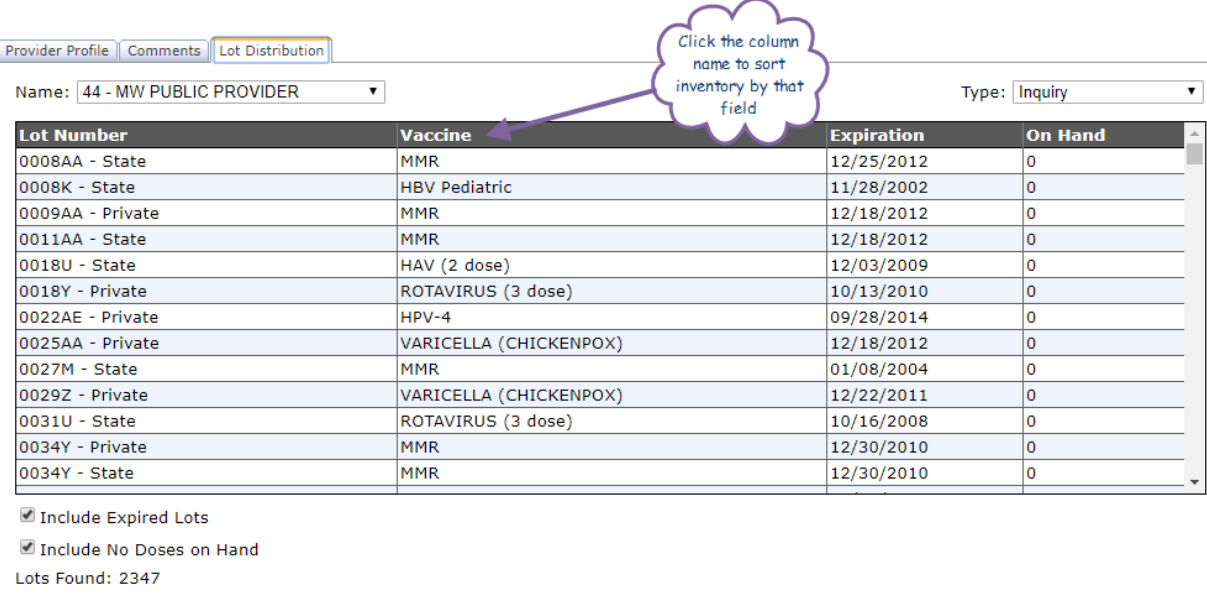**Expired Lots and No Doses on Hand**

The user also has the ability to display expired lots and lots with no doses on hand in the inventory list.  To do so, click the check box located on the lower left-hand side of the window.  When the box is checked, the corresponding lots will be included; when the box is unchecked, the lots will not be included in the list.

☑ Include Expired Lots

☑ Include No Doses on Hand

**Sort Options**

Information in this folder can be sorted by clicking on the column heading.  Click the column heading once to display the data in ascending order and click again to change the order to descending.



**Adjust Doses on Hand**

This action is necessary when actual physical inventory count of the doses on hand does not match the number of doses on hand in your NDIIS inventory.

> To adjust the doses on hand:

1. Select **Adjust** in the Type drop-down box.

2. Click the **Edit** button in the far left column next to the lot that you would like to adjust.

3. Type in the correct number of doses on hand. The quantity will display in the column labeled "Actual On Hand".

4. Click **Save** to keep lot adjustment or **Cancel** to discard adjustment.



5. Click ![Adjust] to complete the inventory update or ![Cancel] to cancel any changes made.

6. Type your comments into the pop-up window and click ![OK] .

*Note: You may change the number of doses on hand for multiple lots at once. To do so, simply change the quantity for each lot using the "Edit" function, save each lot number adjustment and click* ![Adjust] *to update all on actual hand amounts at once.*

**Transfer Doses on Hand**

This action is necessary when you need to transfer doses to another provider. The quantity of doses transferred will be removed from your inventory and added to the inventory of the other provider. A packing slip to include with the shipment will be generated at this time.

To transfer doses:

1. Select "Transfer" in the Type drop-down box.
2. Type the date of the transfer into the Trans. Date field if different from the default date (today's date).
3. Click the **Edit** button in the far left column of the lot in the list that you are transferring.



4. Type in the number of doses you will be transferring. The quantity will display in the column labeled "Doses to Transfer".
5. Click **Save** to keep transfer amount or **Cancel** to discard

6. Select the NDIIS provider the doses will be transferred to in the drop-down box labeled "To".



7. Click [Transfer] to implement the transfer or [Cancel] to cancel any changes made.

8. The following box will appear after clicking the Transfer button:



9. Click **Yes** to print the packing slip or **No** to continue without printing.

10. Type your comments into the pop-up window and click [OK]. The packing slip will be displayed for you to print.

*Note: You may transfer multiple lots at once. To do so, simply enter the quantity for each lot using the "Edit" function, save each lot number being transferred and click* [Transfer] *to transfer all doses at once.*